

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
OFFICE OF CHILD NUTRITION  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CT 06457-1543

M E M O R A N D U M

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TO: Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

FROM: Maureen B. Staggenborg, Director  
Office of Child Nutrition

DATE: October 15, 2002

SUBJECT: Operational Memorandum - #02H-03  
ED-103 Schedule C – Reimbursement Claim for Day Care Homes

Enclosed for your use is a supply of revised ED-103 Schedule C reimbursement claim forms and instructions. The new forms must be used beginning with the October 2002 claim that is due in the Office of Child Nutrition on **November 15, 2002**.

Accuracy of claim data submitted with the diskette is critical. Claims will not be processed for payment if discrepancies are found. Therefore, the reports that will assist in ensuring the integrity of the claim data should be printed and reviewed monthly.

Note the following:

- In submitting revised claims, ***only the changed/revised information should be provided.*** Insert the new total, not the difference between the old and new numbers. Insert data for Items #1 through #4. Items #5 through #15 must reflect only the revised data. All claim forms (originals and revisions) must be signed by the authorized representative.
- If you have a computerized claim form, be sure to update it for May 2002.

This memorandum and attachment were transmitted electronically to sponsors with email addresses on file. If you have any questions, please feel free to contact the Office of Child Nutrition. Please note that Lisa Cerreto is no longer on staff; direct all claim inquiries to Maureen Staggenborg at 860-807-2070.

MBS:crt  
Om #02H-03 (10-15-02)K  
Enclosures